

MONROE COUNTY

JOB DESCRIPTION

Position Title: COORDINATOR – County Attorney

Date: 4/04/06

Position Level: 8

FLSA Status: Nonexempt

Class Code: 8-11

GENERAL DESCRIPTION

The primary function of this position involves highly responsible advanced secretarial and administrative work, and technological assistance to attorneys.

KEY RESPONSIBILITIES

1. *Create template documents as requested.
 2. *Create and maintain group calendar in order to ensure awareness of potential scheduling conflicts.
 3. Prepare travel vouchers, time sheets, leave requests for attorneys when Executive Assistant/Office Manager is not available.
 4. *Assists in development, implementation and monitoring of the contract monitoring system and prepare reports as necessary, maintenance and updating of Alchemy database.
 5. Answers phone inquiries and screen calls for attorneys and staff.
 6. Research and develop special projects as deemed necessary.
 7. *Works with contracted consultants to implement new software program for attorneys and paralegals.
 8. *Is the in-house coordinator, which includes trouble shooting for all users in office, communicating to Technology Services specific needs, assisting all users with scanned documents, training users, etc.
- * Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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| Position Title: COORDINATOR – County Attorney | Class Code: 8 - II | Position Level: 8 |
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KEY JOB REQUIREMENTS

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| <i>Education:</i> | Two or more years of college; or vocational or other technical school and two years experience beyond the minimum experience described below. |
| <i>Experience:</i> | 1 year minimum amount of prior related work experience. |
| <i>Impact of Actions:</i> | Makes recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of others outside of the assigned department. |
| <i>Complexity:</i> | Varied: Work is complex and varied and requires the selection and application of technical and detailed guidelines. Problems are not easy to identify, but are similar to those seen before. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts. Solutions can often be found by using methods chosen before in other situations. |
| <i>Decision Making:</i> | Varied: Supervision is present to establish general objectives relative to a specific project, to outline the desired end product and to identify potential resources for assistance. Independent judgment is required to identify, select and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices to meet variations in acts and/or conditions. |
| <i>Communication with Others:</i> | Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures. |
| <i>Managerial Skills:</i> | Responsible for orienting and training others, and assigning and reviewing their work. May also be responsible for acting in a "lead" or "senior" capacity over other positions performing essentially the same work, or related technical tasks and reporting to a higher level on a formal basis.. |
| <i>Working Conditions/ Physical Effort:</i> | Normal office situation. Typically sitting at a desk or table. Intermittently sitting, standing or stooping. Light lifting or carrying 25 lbs. or less. Requires good hearing. |
| <i>On Call Requirements:</i> | Required to work during emergency situations. |

APPROVALS

Department Head:

Name:

Signature:

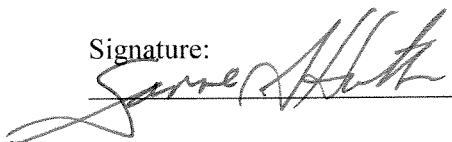
Date:

County Attorney:

Name:

Suzanne A. Hutton

Signature:



Date:

3/31/06

Deputy County Administrator:

Name:

Debbie Frederick

Signature:



Date:

4/9/06

Position Title: COORDINATOR – County Attorney

Class Code: 8-

Position Level: 8

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____